

Element Performance Inspection (EPI) Data Collection Tool

4.2.2 RII Training Requirements (AW)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To provide a training program that ensures each person (including inspection personnel) who determines the adequacy of work done, is competent to perform their duties and fully informed about procedures and techniques for required inspection items.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the RII Training Requirements process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the RII Training Requirements process.

Specific Instructions:

- To accomplish this EPI, the inspector will review the certificate holder's RII list and procedures as defined by their manual, and ensure that the RII Training syllabus/curriculum covers each item.

Related EPIs:

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 4.1.1 RII Personnel (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.365(c)
 - 121.369(b)(2)
 - 121.369(b)(3)
 - 121.369(b)(4)
 - 121.369(b)(5)
 - 121.369(b)(6)
 - 121.369(b)(7)
 - 121.369(b)(9)
 - 121.371(a)
 - 121.371(b)

- SRRs:
121.371(c)
121.371(d)
121.375

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8900.1, Vol 3, Ch 24

EPI Section 1 - Performance Observables	
Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions and information, for the RII Training Requirements process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's RII Training Requirements process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the RII Training Requirements process with the personnel (other than management) that perform the duties and responsibilities required by the RII Training Requirements process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1	Does the certificate holder's RII training syllabus contain current information on the following:	
1.1.1.	<p>Aircraft-specific requirements?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> Check, at the training center, through course observation, that training on the designation of the items of maintenance and alteration that must be inspected (RII system/component listing) is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <p><i>Sources:</i> 121.135(a)(1); 121.369(b)(2); 121.375</p> <ol style="list-style-type: none"> Check, at the training center, that the acceptability of the quality of technical training contracted to another operator, manufacturer, or in the case of a specialized process, to a person knowledgeable in that specialized process, was determined in accordance with the certificate holders design. <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	<p>RII policy and procedures?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> Check, at the maintenance facility, through interview, that personnel with inspection authority understand procedures, standards, responsibility and authority in accordance with the certificate holders design. <p><i>Sources:</i> 121.135(b)(19); 121.367(b); 121.369(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>2. Check, at the training center, that a syllabus describing the content of the RII training is maintained in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	
1.1.3	Special techniques/practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.4	Buy-back procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.5	<p>RII functions performed only by certified inspection personnel?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the training facility, that a statement, that RII students are appropriately certificated, exists in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training facility, that a statement, that RII students are current as airframe and/or powerplant mechanics or appropriately certificated repairmen, exists in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.6	<p>Requirements for RII recurrent training?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, through records review, that recurrent training was provided for personnel authorized who conduct required inspections(RII) in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, through records review, that recurrent training has been conducted as scheduled in accordance with the certificate holders established design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center, that future RII recurrent training sessions are scheduled in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>4. Check, at the training center, through course observation, that RII recurrent training is provided as described in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>5. Check, at the records repository, that records, documenting that personnel have been adequately trained, are maintained in accordance with the certificate holders design</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>6. Check, at the training center, that RII training records document training dates in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.7	<p>Who is authorized and qualified to perform required inspection items (RII)?</p> <p><i>Related Performance JTIs:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ol style="list-style-type: none"> 1. Check, at the records repository, that a listing of persons, identified by name, who have been trained was maintained in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.371(d) 2. Check, at the records repository, that a listing of persons, identified by occupational title, who have been trained was maintained in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.371(d) 3. Check, at the records repository, that a listing of persons, identified by the inspections they were authorized to perform, who have been trained was maintained in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.371(d) 4. Check, at records repository, that required inspections were accomplished only by personnel noted on the current RII listing in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.371(d) 5. Check at the records repository, that the certificate holder verified, in accordance with its design, that each person with whom it arranged to perform its required inspections (outsource provider), maintained a current listing of persons, identified by name, who have been trained to conduct required inspections <i>Sources:</i> 121.135(a)(1); 121.371(d) 6. Check at the records repository, that the certificate holder verified, in accordance with its design, that each person with whom it arranges to perform its required inspections (outsource provider), maintained a current listing of persons, identified by occupational title, who have been trained to conduct required inspections <i>Sources:</i> 121.135(a)(1); 121.371(d) 7. Check at the records repository, that the certificate holder verified, in accordance with its design, that each person with whom it arranges to perform its required inspections (outsource provider), maintained a current listing of persons, identified by the inspections they are authorized to perform, who have been trained to conduct required inspections <i>Sources:</i> 121.135(a)(1); 121.371(d) 8. Check, at the records repository, that completion of RII training was recorded on the individual's training record in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 9. Check, at the training facility, that a statement, that RII students are appropriately qualified exists in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 10. Check, at the training facility, that a statement, that RII students are appropriately authorized exists in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 	
1.1.8	<p>Identifying and accomplishing required inspection items (RII)?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the training center, that the certificate holders RII training program syllabus contains information on the designation of the items of 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>maintenance and alteration that must be inspected (required inspection item system/component listing). <i>Sources:</i> 121.135(a)(1); 121.369(b)(2); 121.375</p> <p>2. Check, at the training center, through course observation, that training on the designation of the items of maintenance and alteration that must be inspected (RII system/component listing) is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(2); 121.375</p> <p>3. Check, at the training center, through course observation, that training on procedures to ensure that all required inspections are performed is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(6); 121.375</p> <p>4. Check, at the training center, through course observation, that training on procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(8); 121.375</p> <p>5. Check, at the training center, through course observation, that training on procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(8); 121.375</p> <p>6. Check, at the training center, through course observation, that training on procedures to ensure that required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(9); 121.375</p>	
<p>1.1.9</p>	<p>Training on all required inspection item (RII) tasks? <i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, through course observation, that training on limits necessary for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375</p> <p>2. Check, at the training center, through course observation, that training on procedures for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375</p> <p>3. Check, at the training center, through course observation, that training on standards for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

	holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375	
1.1.10	<p>Following and not deviating from the certificate holder's RII policies and procedures?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the training center, through course observation, that training on method of performing required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(3); 121.375 2. Check, at the training center, through course observation, that training on procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures), is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(4); 121.375 3. Check, at the training center, through course observation, that training on acceptance of the items required to be inspected is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 4. Check, at the training center, through course observation, that training on rejection of the items required to be inspected is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 5. Check, at the training center, that the training course syllabus includes procedures unique to the operator in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 6. Check, at the training center, through course observation, that the training on procedures, unique to the operator, is provided in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 7. Check, at the records repository, that the appropriateness of contract RII reference material being used was determined in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 8. Check, at the records repository, that acceptability of the contractors RII training syllabus was determined in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.11	<p>Amount of hours (classroom/OJT/computer based training) needed to ensure that adequate training is provided to personnel conducting RII functions?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the training center, through course observation, that training on procedures to ensure that all required inspections are performed is provided to persons authorized to perform required inspections in accordance with the certificate holders design. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> 121.135(a)(1); 121.369(b)(6); 121.375</p> <p>2. Check, at the training center, that the RII training program Syllabus includes company indoctrination in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center, through course observation, that company indoctrination and training is provided in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>4. Check, at the training center, that the RII training program Syllabus includes technical training (formal and on-the-job) in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>5. Check, at the training center, through course observation, that technical training and is provided in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>6. Check, at the training center, that the RII training program Syllabus includes a list of RII tasks to be taught in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>7. Check, at the training center, through course observation, that the RII training includes RII tasks in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>8. Check, at the training center, the amount of formal RII training that each individual received was recorded in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>9. Check, at the training center, the amount of on-the-job training that each individual received was recorded in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>10. Check, at the training center, that the amount of RII experience each individual receives was recorded in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>11. Check, at the training center, that the acceptability of the content of technical training contracted to another operator, manufacturer, or in the case of a specialized process, to a person knowledgeable in that specialized process, was determined in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>12. Check, at the training center, through course observation, that the duration of the course was in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>13. Check, at the training center, that a determination of what type of training was required for new employees or RII candidates (Indoctrination, on-the-job training, etc) was made in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	
--	---	--

	<p>14. Check, at the training center, that a syllabus describing the format of the RII training course (classroom, on-the-job training) is maintained in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>15. Check, at the training center, through course observation, that the format of the RII training course (classroom, on-the-job training) matches information provided on the certificate holders RII training syllabus. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>16. Check, at the training center, that a syllabus describing the duration of the RII training courses is maintained in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>17. Check, at the training center, through course observation, that the duration of training courses matches information provided on the certificate holders RII training syllabus. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	
1.2.	<p>Was the certificate holder's RII training syllabus followed? <i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, through course observation, that the content of the RII training course matches information provided on the certificate holders RII training syllabus. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, that a syllabus describing the standards for grading students is maintained in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center, through course observation, that the standards for grading students matches information provided on the certificate holders RII training syllabus. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	<p>Were deficiencies in the RII training program identified, reported to, and corrected by the responsible individuals? <i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, through interview, that the person designated in the certificate holders manual, as responsible for overall administration of the RII training program is in place in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, through interview, that the person(s) designated as responsible for other processes within the RII training program (e.g., recordkeeping, revisions to training programs, and security of the program) is in place in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the records repository, that acceptability the contractors reporting procedures to inform the operator of RII student progress was determined in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>4. Check, at the records repository, that the RII training program was evaluated for its effectiveness and the need for revision in accordance with the certificate holders design.</p> <p>Sources: FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1900, C, 13.</p>	
1.4.	<p>Did all RII inspection personnel receive proper training?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the maintenance facility, through interview, that personnel with inspection authority understand procedures, standards, responsibility and authority in accordance with the certificate holders design. <p>Sources: 121.135(b)(19); 121.367(b); 121.369(b)</p> 2. Check, at the records repository, that required inspections (RII) accomplished were done by persons trained in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.371(a)</p> 3. Check, at the training center, that the RII training course syllabus included procedures, techniques and equipment in use in accordance with the certificate holders design <p>Sources: 121.135(a)(1); 121.375</p> 4. Check, at the training center, that the RII training course syllabus included procedures, techniques and equipment, new to the operator in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.375</p> 5. Check at the training center, through course observation, that training on procedures, techniques and equipment, including those new to the air carrier is accomplished in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.375</p> 6. Check, at the records repository, that the certificate holder verified, in accordance with its design, that each outsource provider, had a RII training program to ensure that each person, who determines the adequacy of work done, is fully informed about procedures techniques and equipment in use, and is competent to perform his duties. <p>Sources: 121.135(a)(1); 121.375</p> 7. Check, at the training center, through course observation, that training on limits necessary for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.369(b)(5); 121.375</p> 8. Check, at the training center, through course observation, that training on procedures for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.369(b)(5); 121.375</p> 9. Check, at the training center, through course observation, that training on standards for required inspections is provided to persons authorized to perform required inspections in accordance with the certificate holders design. <p>Sources: 121.135(a)(1); 121.369(b)(5); 121.375</p> 10. Check, at the training center, through course observation, that training on instructions to prevent any person who performs any item of work 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>from performing any required inspection of that work is provided to persons authorized to perform required inspections in accordance with the certificate holders design.</p> <p><i>Sources:</i> 121.135(a)(1); 121.369(b)(7); 121.375</p> <p>11. Check, at the training center, that a determination of what additional RII training was required for a new employee was made in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>12. Check, at the training facility, that a statement, that RII students are appropriately trained exists in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	
1.5.	<p>Did the RII Instructors training records show that he/she was properly qualified, certified, authorized and trained to perform RII instructor duties?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the training center, that the RII training instructors, as designated in the manual system, are in place in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, RII instructors were determined to be qualified in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center that RII instructors were authorized in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>4. Check, at the training center, that the certificate holder maintains a file on its RII instructors consisting of qualifications, authorizations, and other documents pertaining to instructor assignments, in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>5. Check, at the records repository, that acceptability of contract RII Instructor qualifications was determined In accordance with the certificate holders design</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	<p>Were RII training records available and maintained in accordance with the certificate holder's policies and procedures?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, that RII training records document who performed the training (instructor should indicate by signing)in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, that RII training records document the number of hours of training performed in accordance with the certificate holders design.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center, that RII training records document the content of the training performed in accordance with the certificate holders design.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>4. Check, at the records repository, that the records of RII training were maintained at a central location in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>5. Check, at the air carrier specified location, that the records of RII training were maintained in locations specified in, accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>6. Check, at the training center, previous training for new RII inspectors was evaluated in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>7. Check, at the training center, previous training for new RII inspectors was credited in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>8. Check, at the training center, previous training for new RII inspectors was documented in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	
1.7.	<p>Were the certificate holder's RII training facilities and training aids adequate?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, that a syllabus describing the training aids is maintained in accordance with the certificate holders design <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, through course observation, that the training aids described match information provided on the certificate holders RII training syllabus. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the records repository, that adequacy of contract training facilities was determined in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	<p>Was the certificate holder's RII training program accepted and approved in accordance with its policies and procedures?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the training center, that the RII training program was accepted by the FAA in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>2. Check, at the training center, that RII training program was approved by the responsible manager in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896.</p> <p>3. Check, at the training center, that the RII training program contained a list of effective pages showing the FAA acceptance date in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1897.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.9.	<p>Were the authorized inspectors notified by the certificate holder of their RII authorizations and responsibilities?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the maintenance facility, that RII candidates were notified of the successful completion of the RII training course in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 2. Check, at the maintenance facility, that confirmation by the candidate of acceptance of RII authorizations and responsibilities was received in accordance with the certificate holders design. <i>Sources:</i> FAA Order 8900.1, Vol. 3, Ch. 24, para. 3-1896. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions and information for the RII Training Requirements process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the RII Training Requirements process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did records for the RII Training Requirements process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the RII Training Requirements process effective in identifying problems, or potential problems, and providing corrective action for problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are interrelated with this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

EPI Section 2 - Management Responsibility & Authority Observables

Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2 below, and provide the name/title.
1.	Identify the person that has overall responsibility for the RII Training Requirements process.
2.	Identify the person that has overall authority for the RII Training Requirements process.
3.	Review the duties and responsibilities for those who manage the RII Training Requirements process.
4.	Review the appropriate organizational chart.
5.	Discuss the RII Training Requirements process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the RII Training Requirements process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the RII Training Requirements process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process	<input type="checkbox"/> Yes

	measurements, and interfaces associated with the RII Training Requirements process?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.